

**LUNENBURG HOUSING AUTHORITY**  
**MINUTES OF THE MONTHLY MEETING**

**March 20, 2014**

Members Present: Elizabeth Murphy, Chair  
Deborah A.H. Christen, Vice Chair  
Amaryllis Leet, Member  
Sheila Lumi, Member  
Paul Doherty, Member

Also Present: Eugene Capoccia, Secretary  
Peter Proulx

Resident Participation:

- A. A resident requested a status as to the plan for the planting boxes. The Executive Director replied that the boxes will be replanted this year and that a buffer will be installed between the family and elderly apartments.
- B. A resident asked if it would be possible to use organic materials for pesticide/herbicide and fertilizer treatments or to have a list of the chemicals that are being used. The Executive Director stated that he will look into organic materials and will get information on the chemicals being used.
- C. A resident noted that John used to water all of the residents planting and wondered if Keith would now be doing that. The Executive Director responded that the Director of Facilities Management would schedule a meeting with all of the residents to discuss planting and their management.
- D. A resident inquired as to the availability of funding to replace kitchen cabinets and flooring. The Executive Director responded that there is funding in place but that it will take some time to follow State Laws on

Procurement before the new cabinets are installed. The new cabinets would include a cabinet over the refrigerator.

- E. A resident noted that the stairways need to be swept and washed. A member of the Board suggested an outside company to do them all at once. The Executive Director stated that he will follow up to make sure they get cleaned.
  - F. A resident stated that the exterior doors do not open or close properly. The Executive Director stated that he will follow up to make sure they are addressed.
1. The Chair opened the Meeting at 6:38 p.m.
  2. The Chair allowed the Executive Director to introduce Susan Honeycutt from the fee accounting firm of Fenton & Ewald. Susan Honeycutt reviewed the financial situation of the housing authority for the fiscal year ending December 31, 2013. It was stated that the housing authority has never been in this good of a financial condition and that for the first time ever a positive balance was achieved in the utility accounts.
  3. The Executive Director presented the Financial Report for the period ending February 28, 2014 and reviewed the document with the Board. Checks and statements were reviewed and signed.
  4. The Chairman discussed the need for hallway cleaning and plantings and suggested a non-profit type approach such as the United Way Day of Caring.
  5. Resolution 201402 Certification of Compliance with State Lead Laws was discussed. Paul Doherty made a motion to approve Resolution 201402, the Motion was seconded by Deborah A.H. Christen, the Motion was unanimously approved.
  6. Resolution 201403 for Accounting Services was discussed. Paul Doherty made a motion to approve Resolution 201403, the Motion was seconded by Sheila Lumi, the Motion was unanimously approved.

7. Resolution 201404 to Approve Amendment #2 to the Contract for Financial Assistance between the Lunenburg Housing Authority and the Department of Community and Development 5001 was discussed. Paul Doherty made a motion to approve Resolution 201404, the Motion was seconded by Deborah A.H. Christen, the Motion was unanimously approved.
8. The Board reviewed and executed the Year End Financial Statements Certification, the Budget Certification, the Administrative Fee Certification and the Highest Salary Certification.
9. No New Business.
10. No Correspondence.
11. The Chair presented the minutes of the January 23, 2014 Monthly Meeting. Deborah A.H. Christen made a motion to accept the Minutes as presented, seconded by Paul Doherty; the motion was unanimously approved.
12. Being no further business; on a Motion by Deborah A.H. Christen, seconded by Paul Doherty, the Meeting adjourned at 7:22 p.m.